

Guidelines for Mapping Party

“Don't Worry About Whether Your Plan is Perfect or Not -- The Plan is Guide, Not Law”

1. Finding the Learners:

- a. Who are the intended audiences?
- b. What are the basic requirements of learners?

2. Determine the training Goals:

- a. Select 2-4 goals to get started
- b. Determine the goals yourself- don't adopt them from another program or writer
- c. Set realistic expectations
- d. Don't forget the most important sources of suggestions, supervisors and subordinates
- e. Integrate result expected from the learner with goals in the performance plan

3. Methods for trainings- Remember the basic principles about adult learnings

- a. Adults learns best by applying information to current, Real-world needs
- b. Adults learns best by exchanging feedback about experiences
- c. Entertainment
- d. Field work make the work realistic

4. Documentation for training

- a. Presentations slides
- b. Field papers
- c. Questions for participants

5. Evaluation of training

- a. Discussions with participants
- b. Evaluation by trainers

6. Follow-up after completion of training